



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 5/7/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received JUN 1 1973	Date Completed JUL 19 1973
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Administration - Office of Accounting No. 2 Capitol Square Atlanta, Georgia		4. Person to Contact Arthur Vaughn	5. Working Title Accountant IV
		6. Tel. No. 656-5230	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1969 - To Date

9. Exact Series Title

Application and Permit for an Outdoor Advertising Sign File

10. What is the function of the office in which this record series is created

The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurement and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel service.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to accounting for monies collected as fees for permits for outdoor advertising signs.

Included are: Application and Permit For an Outdoor Advertising Sign (Form HD 562)
Receipt
Bank Deposit Ticket - Billboard Account

File is arranged chronologically by month.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers				1	2		
Legal-size File Drawers	2	4	Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				7	---		
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Year's
				2	---	---	---

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [] [X]
14. Is there a duplication of this series in another office or agency? [X] []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. [] [X]
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [X] AUDIT PERIOD d. [] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

-[] CALENDAR YEAR -[X] FISCAL YEAR -[] Other

then:

[] Hold in the current files area month(s)/ year(s):

[] Transfer to [] State Records Center [] Local Holding Area; hold year(s):

[] Destroy.

[] Transfer to State Archives for permanent retention.

[] Destroy immediately after cut-off.

[X] Other: (Specify) Hold in current files area 1 year or until State audit is complete, whichever is latter; then destroy. Records involved in any unresolved claim or audit questions will be retained until all questions are resolved.

(Indicate briefly rationale for recommendations above/or write additional remarks):

73-453

Attach Samples of the Series

Records Management Officer

Date 5/7/73

26. Recommendations

[] Approved [] Disapproved

Head of Agency/Designee

Date 5/7/73

in Paragraph

State

[X] Approved [] Disapproved

Department of Audits/Designee

Date 7-16-73

25 are:

Records

[X] Approved [] Disapproved

Secretary of State/Designee

Date 6-29-73

Committee

[X] Approved [] Disapproved

Department of Law/Designee

Date 7-16-73